2004 TAC CLASSES

BCI would like to thank all those that participated in this year's TAC Classes. We appreciate everyone's participation and input. We regret that we had to pack so much information into such a short time frame, but hopefully (maybe?) the budget situation will be better next year.

A few reminders from the class:

NEW UCCH AND III PASSWORDS
The new passwords for UCCH and III will be in effect on July 15th.

CHECK "MESSAGE OF THE DAY" FREQUENTLY
Many questions that the BCI Help Desk receives can be answered by reading the "Message of the Day" on the UCJIS Home Page. Even if you do not access the UCJIS files very often, please logon to UCJIS at least once a week to check the "Messages of the Day" posted there.

TRAINING DATES
TAC's need to make sure that they are checking and updating the "training dates" for their operators on the CERT Transaction. This is another common reason for getting the "Authentication Failed" error.

SUBMITTING OPERATOR FINGERPRINTS
When submitting fingerprint cards on users or new employees, please include the agency name, the TAC's name and the agency's address in the space for employers name and address. When submitting a fingerprint card on users or new employees, the fingerprint cards must be sent within 30 days of activating the logon. The logon will be disabled if not turned in within 30 days.

"REPORT" TRANSACTION
TACs are encouraged to use the new "REPT" transaction which will allow them to view a list of users at their agency including the user's status, PIN expiration date, password expiration date, and the date their training expires. (To view the report, enter REPT into the Transaction ID box.)

USING MIDDLE INITIALS WHEN RUNNING SWW/UCCH/DL/III/NCIC
If you put a middle initial on your search you may miss a warrant. The less information you put into the search the better chance you will have of finding the information you need. (For instance, if the warrant was entered into the statewide warrant system under the name "*Public, John*" and you search "*Public, John Q*" you will miss the warrant.)

SEARCHING MESSAGE LOGS
Use CTRL-F to search the message logs.

BCI USER AGREEMENT MUST NOT BE ALTERED
The BCI User Agreement, unaltered and in its entirety, must be signed by the chief administrator in order for an agency to have access to the UCJIS files. Agencies that change, alter, or modify the User Agreement risk losing their UCJIS access. The User Agreement must be returned to BCI by July 1, 2004.

BCI USER AGREEMENT MUST BE SIGNED BY AGENCY HEAD, NOT THE TAC
The BCI User Agreement must be signed by the agency administrator (chief, sheriff, judge, etc.) The User Agreement is not valid if it is signed by the TAC. Also make sure to use the current agreement, valid July 1, 2004 to June 30, 2005. (Versions signed by Nannette Rolfe are out of date.)

TAC'S CAN RESET PASSWORDS WHEN THE OPERATOR EXCEEDS THE MAXIMUM FAILED LOGON ATTEMPTS
You do not have to call BCI to have this done. The TAC only needs to call the BCI Help Desk (801-965-4446) to reset a password if it has passed the grace period (30 days) or if the agency is having technical problems. The TAC CAN reset it no matter how many times a person has failed logging into UCJIS as long as they are not past the grace period.

NEW DISSEMINATION LOG REQUEST FORM
A new Dissemination Log Request form has been added to the Forms section of the *BCI Operations Manual*. Each request must be sent on this form and be signed by the administrator.

DISSEMINATION LOG REQUEST TIME FRAME
If a file other than UCCH or III needs to be ran BCI can only search a time frame no greater than 3 days. If a broader search is required an explanation on why the search needs to be done and what needs to be searched must accompany the request form.

Dissemination Log requests must be submitted as a part of an agency investigation or in cases of misuse, not because the TAC wants to verify their operators are running appropriate transactions.

BCI will then consider the request and determine if the request can be completed. The agency TAC has the capability to view all operator transactions using the message log transaction on the browser and should review this log regularly as part of the in-house audit. The agency TAC has the capability to view all operator transactions using the message log transaction on the browser.

NOTE: Any misuse of the UCJIS files must be reported to BCI. Operators who misuse the UCJIS files may be charged with a Class B Misdemeanor.

DATE OF THEFT

When making NCIC Entries, please remember that the date of theft is always the *earliest possible date* that the object was stolen.

A victim is reporting the theft of a firearm. He last remembers seeing the firearm on May 3, 2004. He left for vacation on May 5, 2004. When he returned from vacation on May 12, 2004, he noticed the firearm was missing. He filed the report with your agency on May 13, 2004.

What date should you put down in the DOT (Date of Theft) field?

Answer: May 3, 2004. Since this is the last date that the victim remembers seeing the firearm, this is the earliest possible date of theft. (It is possible that the firearm was stolen just minutes after he last saw it.)

RENEWAL DATES ON CCW PERMITS

At the current time, BCI is backlogged on getting out updated renewal permits to concealed weapon permit holders. Thus, some current Utah concealed weapon permits may show on their face that they have expired, even though the actual permit itself has not expired.

However, the "CF" field on the individual's Drivers License screen should show the *correct* date of expiration, even if the actual permit itself is not showing the correct date. Law enforcement can also contact the BCI Brady section to find out the correct date of expiration. (1-801-965-GUNS)

BCI is currently telling permit holders that they can continue to carry using their old permits until the new ones arrive.

WE *REALLY* NEED FINGERPRINTS!

ARRESTS MUST HAVE AT LEAST ONE GOOD QUALITY PRINT TO BE PUT ON UCCH!
We can't seem to emphasize often enough that we need fingerprints in order to put an arrest on criminal history. No arrest, no matter what the charge, or no matter how many times the individual has been arrested, will be put on UCCH without at least one good quality fingerprint - whether it be a citation or 10-print card.

Also, we continue to receive very poor quality fingerprints from the courts and other agencies that use OTN cards (as opposed to using Live Scan). Please call AFIS to set up fingerprint training at (801) 965-4569.

IMPORTANT DRIVERS LICENSE CORRECTIONS

FOR THOSE WHO USE THE UTAH DRIVER LICENSE FILES:

If you happen to find two driving records or an ID card and a driving record that belong to the same person, but are not attached, please phone or email Lani Snodgrass, Driver License TAC.

Also contact Lani if you find a driving record with a VALID status and the message 'needs a conditional license' so the error can be fixed.

Telephone number - (801) 965-4989
Email address - lanisnodgrass@utah.gov

PARTIAL PLATE INQUIRIES

Have you had a chance to try out the "PPS" (Partial Plate Search) transaction?

This new feature on UCJIS allows the user to inquire upon Utah motor vehicle registrations when only a partial plate number is known. (i.e., a witness to a crime remembers only that the license plate began with "789")

Other features on the PPS transaction allow the user to narrow the search by vehicle year, make, model, or county of registration.

CORRECT INFORMATION TO PUBLIC

PLEASE GIVE THE PUBLIC CORRECT INFORMATION REGARDING BCI'S SERVICES

Many members of the public are left very frustrated after coming to BCI. Why? Because a criminal justice agency gave them misleading information about what services BCI can provide. Some customers are promised that BCI can do things that we are unable to do.

Before you tell the public what BCI can do, please call us first to find out if the information you are disseminating is correct. If you are unsure about what BCI can do, please call us first before you give out information to the public.

Many times the person has been given incorrect information (i.e. a person can expunge their record the same day they come in, or the customer must go through more steps before BCI can assist them.) None of us like to get the run-around from those we must deal with, and we know our customers do not like it either.

UCR/IBR

2003 *CRIME IN UTAH REPORT*

The *2003 Crime in Utah* Report will be released slightly later than usual this year. One of the reasons for this is the verification of the data that occurred during the first 4 months of this year. The purpose for the verification of the data is so that we can make the statistics in the *2003 Crime in Utah* Report as accurate as possible. We appreciate the

help of the law enforcement agencies that submit data to BCI either using UCR (Summary Based Reporting) or by NIBRS (Incident Based Reporting).

TAPE DATE ERRORS FOR NIBRS AGENCIES

Any agency that submits NIBRS data will need to be aware of a problem we are having with the "Tape Date". This date appears in the submitted data in the following position:

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00871D062004    UT019090020030565    20030530 13N
00871I062004    UT019090020030565    20030530 13N
00732I062004    UT019090020030565    35ACN  20    P
00732I062004    UT019090020030565    35BCN  20    P
03073I062004    UT019090020030565
01694I062004    UT019090020030565    00135A35B
00515I062004    UT019090020030565    0143   MW
01506I062004    UT019090020030565    0120030565
01067D062004    UT019090020030859    0120030809S90Z01
01067D062004    UT019090020030859    0220030809S90Z01
01067A062004    UT019090020030859    0120030809S90Z01
01067A062004    UT019090020030859    0220030809S90Z01
00871D062004    UT019090020031025    20000101 08N
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The data that is submitted for a specific month must not include any incidents that were entered into the computer system after the last day in the month of the tape date. If that happens, agencies will receive errors on those incidents that occurred after the last day of the tape date month. Please get with your software vendors and make sure that when you are compiling your files to submit to BCI, that only the data that is prior to the last day of the tape date month is submitted under that tape date.

Example: If the tape date for the file being submitted is 062004, and the file is being compiled on July 5, 2004, if there are incidents that occurred on July 1, 2004 that are being submitted with the tape date of 062004, then those incidents that occurred in July will be rejected and the agency will receive error messages for those incidents. Those July incidents will need to be re-submitted in the next file.

If you or your vendors have questions concerning this problem, feel free to contact Mary Ann Curtis at 801 965-4812 or email at macurtis@utah.gov .

CONGRATULATIONS!

Congratulations to the **Bountiful Police Department**, which became NIBRS Certified in June!